

MRT Catering Policy

Purpose:

The purpose of a Catering Policy for events held at Muirfield Riding Therapy is to highlight the principles in which we choose to operate when catering events for MRT, to help ensure consistency of approach, and to offer guidelines for our valued Volunteers and helpers. It will be an organic document, evolving and developing as MRT continues to develop and grow and will offer flexibility in both approach and substance.

Guidelines:

The Catering Policy should be a part of the everyday “ways of working” when any catering is undertaken at either the West Fenton Arena or for catering offsite for events. Generally -

- There will be no products sold that are out of their 'use by' date
- Smaller quantities of products will be purchased to avoid waste
- Cross contamination of foods must not occur (see section below)
- It is a legal requirement that all food must be labelled to identify the allergen content – please use labels provided
- No one should prepare or serve food until 48 hours have passed following an episode of diarrhoea & vomiting
- Please date food when putting into MRT freezer
- **NEVER EVER GUESS WHAT IS IN THE FOOD PLEASE AS A LIFE MAY DEPEND ON IT!**

Hygiene:

The topic of Hygiene and Food is enormous; this policy seeks to highlight the main issues around Hygiene and Food – they are taken from the Food Standards Agency – Safer Food for Caterers – www.food.gov.uk Please feel free to check out the complete guidelines.

It is easy for you to spread bacteria to food without realising. These bacteria are invisible and could make people ill. Your personal hygiene is important.

- Always wash your hands effectively before you start- for 2 minutes if possible
- Wear clean clothes
- Wear an apron if handling unwrapped food
- If you have vomiting or diarrhoea do not work with food
- Long hair must be tied back
- No smoking
- Avoid touching your face, coughing or sneezing over food
- Cover cuts with a brightly coloured waterproof dressing (blue for catering)

Handwashing:

Wash your hands often and especially;

- Before touching or handling any food, especially ready-to-eat food
- After going to the toilet
- After every break
- After touching raw meat, poultry, fish, eggs or unwashed vegetables
- After touching a cut or changing a dressing
- After touching or emptying bins
- After any cleaning of surfaces etc.
- After touching phones, light switches, door handles, cash registers and money

Food Allergies:

If someone asks if a dish contains a certain food, check **all** the ingredients in the dish (and what they contain), as well as what you use to cook the dish, thicken a sauce and to make a garnish or salad dressing.

This allows people with food allergies to spot that dishes contain certain foods. Never ever guess please as a life may depend on it!

- We at MRT, along with every organisation providing food to the public must give information about allergens to our customers if they are used as ingredients in the food and drink that we provide.
- All home prepared food must be labelled, using the MRT Food Allergen Content Label (see Appendix 1)

The list below is by no means exhaustive, however it covers many of the more common items:-

Nuts (Namely almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew, Macadamia).

In sauces, desserts, crackers, bread, ice cream, marzipan, ground almonds, nut oils.

Peanuts

In sauces, cakes, desserts. Don't forget groundnut oil and peanut flour.

Eggs

In cakes, mousses, sauces, pasta, quiche, some meat products. Don't forget foods containing mayonnaise or brushed with egg.

Milk

In yoghurt, cream, cheese, butter, milk powders. Also check for foods glazed with milk.

Fish

In some salad dressings, pizzas, relishes, fish sauce. You might also find fish in some soy and Worcestershire sauces.

Crustaceans

Such as prawns, lobster, scampi, crab, shrimp paste.

Molluscs

These include mussels, whelks, squid, land snails, oyster sauce.

Cereals containing gluten (namely wheat (such as spelt and Khorasan wheat), barley, rye and oats)

Also check foods containing flour, such as bread, pasta, cakes, pastry, meat products, sauces, soups, batter, stock cubes, breadcrumbs, foods dusted with flour.

Celery

This includes celery stalks, leaves and seeds and celeriac. Also look out for celery in salads, soups, celery salt, some meat products.

Lupin

Lupin seeds and flour in some types of bread and pastries.

Mustard

Including liquid mustard, mustard powder and mustard seeds, in salad dressings, marinades, soups, sauces, curries, meat products.

Sesame seeds

In bread, breadsticks, tahini, houmous, sesame oil.

Soya

As tofu or beancurd, soya flour and textured soya protein, in some ice cream, sauces, desserts, meat

products, vegetarian products.

Sulphur dioxide (when added and above 10mg/ kg in the finished food and drink)

In meat products, fruit juice drinks, dried fruit and vegetables, wine, beer.

Cross Contamination:

Cross-contamination is one of the most common causes of food poisoning.

It happens when harmful bacteria are spread onto food from other food, surfaces, hands or equipment.

- Cloths can be one of the top causes of cross-contamination in the kitchen. It is essential to use them safely to prevent bacteria and allergens from spreading.
- Use disposable cloths wherever possible and throw them away after each task.

Separation:

Keeping raw and ready-to-eat food separate is essential to prevent harmful bacteria from spreading. Shelving in fridges will be marked 'for raw meats only'

Prepare raw meat/poultry and other foods in different areas. This helps to prevent harmful bacteria spreading from one food to another. If this is not possible, separate by preparing them at different times and clean and then disinfect thoroughly between tasks.

Harmful bacteria from raw meat/poultry can spread from chopping boards and knives to other foods. Never use the same chopping board or knives for preparing raw meat/poultry and for ready-to-eat food (unless they have been thoroughly cleaned and disinfected in between).

Storage:

Ideally, store raw and ready-to-eat food in separate fridges, freezers and display units. If they are in the same unit, store raw meat, poultry, fish and eggs below ready-to-eat food.

Unwashed fruit and vegetables should also be kept separate from ready-to-eat food. Cover cooked foods and other raw and ready-to-eat food.

Defrosting:

Keep foods that are defrosting in the fridge in a covered container, below ready-to-eat food, or in a separate area of the kitchen away from other foods.

When foods are defrosting, the liquid that comes out can contain harmful bacteria which could spread to other foods.

Chilled storage and displaying chilled food:

Harmful bacteria can grow in food that is not chilled properly. Certain foods need to be kept chilled to keep them safe, for example:

- food with a 'use by' date
- food that says 'keep refrigerated' on the label
- food you have cooked and will not serve immediately
- ready-to-eat food such as salads, cooked meats, sandwiches and desserts.
- Make sure that you do not use food after its 'use by' date.
- For dishes you have prepared or cooked, please use the labels provided to keep track of the date when food has been opened.
- Shelving in the fridges will be marked 'for raw meats only'

Sustainability:

We are very fortunate at MRT in that many of our wonderful volunteers supply much of what we serve. The ethos of why we supply catering is both to offer sustenance to competitors and spectators – for example at the Showjumping Winter Series when it is cold, offer a Summer Strawberry Tea for friends to get together and also of course to provide funds to help MRT meet the demands of our service.

We are however, constantly aware of demands on our planet and therefore will continually seek to provide our service making the best use of as many natural resources as possible and using sustainable products and equipment as much as we can. In future we will source biodegradable products for both on & off site catering (cups, cutlery, plates, napkins etc)

Management of the Policy

The management of the guidelines and the purchase of the Communal Purchases (see Appendix 2) will be the responsibility of the Catering Team which will consist of one person per session, but overseen by Wendy Hughes, Christine Marnoch and Carolyn Gemmell

Appendix 1

Food Allergen Labels

EVENT

MRT food allergen content

Item:

Made by:

Date made:

Previously frozen Y/N

Allergen	
Cereals cont. gluten	
Eggs	
Milk/dairy	
Nuts	
Celery	
Crustaceans	
Lupin	
Molluscs	
Mustard	
Peanuts	
Sesame Seeds	
Soya	
Suphur Dioxide	

Please attach to the food item on delivery

NB While MRT food providers make every attempt to provide appropriate allergen information, please note that food production takes place in kitchens where nuts are present

Appendix 2

MRT - Communal Purchases (as at August 2018)

Expenditure to be allocated from MRT central budget

Food Items:-

Tea including speciality teas (peppermint, fruit)

Coffee including decaf coffee (small)

Sugar

Tomato Ketchup

Brown Sauce

Fruit squash

Tins of juice - Coca Cola, Irn Bru etc

Bottled water

Non Food Items:-

Biodegradable disposable cups, plates, cutlery/teaspoons

Napkins

Banqueting Rolls

Black bin liners

Kitchen rolls

Cake bags

Tin foil

Cling film

Labels for home baking etc

Blue catering gloves

Aluminium trays

Toilet rolls

Blue catering waterproof plasters

Chopping Boards

Cleaning materials – washing up liquid, multi surface spray cleaners, disposable cloths/kitchen rolls

All perishable items (milk, rolls, butter etc) to be purchased by the session organising the event, and expenditure taken out of event income.